



DIVISION OF  
PROCUREMENT

**GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS**

\*\*\*\*\*

**DEPARTMENT OF PROPERTY & PROCUREMENT**

8201 SUB BASE, 3<sup>RD</sup> FLOOR  
ST. THOMAS, U. S. VIRGIN ISLANDS 00802



STT: TEL.: (340) 774-0828  
FAX: (340) 777-9587

January 8, 2018

**AMENDMENT #1 – IFB004OSET18 (S) Janitorial Services for the Office of the Supervisor of Elections in the District of St. Thomas/St. John**

**DELETE: Continuation Sheet**

**INSERT: Revised Continuation Sheet**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.



**REVISED CONTINUATION SHEET**  
**(Supply Contract)**

Contract, Order, or Invitation No.  
(As Applicable)

Page No.

IFB004OEST18 (S)

ITEM NO.	SUPPLIES OR SERVICES	AMOUNT
	<p><b>Location 2: No. 4A Estate Enighed Cruz Bay Quarter St. John, Virgin Islands 00802</b></p> <p><b>Office Size: 455 Square Feet To Be Cleaned Two (2) Days Per Week</b></p> <p><i>Clean, Deodorize and Sanitize Common Office Areas Using Established Practice and Procedures for Professional Environment</i></p> <p><i>Empty / Clean Wastebaskets and Trash Containers</i></p> <p><i>Sweep, Mop, Vacuum and Polish Floor Based on Floor Covering</i></p> <p><i>Dusting all Furniture and Furniture Surfaces, Cabinets, Shelves</i></p> <p><i>Dust Air Conditioning Vents</i></p> <p><i>Spray and Wipe All Window Surfaces, As Needed</i></p> <p><i>Clean Refrigerator on Monthly Basis; Removing Old Food Products, Clean All Surface Areas, Drawers and Shelves</i></p> <p><i>Perform All Related Duties and Responsibilities</i></p> <p style="text-align: center;"><b><u>Annual Service</u></b></p> <p style="text-align: center;">Carpet – spot clean and shampoo</p> <p><b>NOTE: Days of Week To Be Adjusted Based on Government Holidays, And Office Closures As Needed; Special Functions May Require Flexible Scheduling As Needed</b></p>	<p><b>\$</b> _____ <b>Per Day</b></p> <p><b>\$</b> _____</p>

**Name of Bidder:**

IFB004OSET18 (S)

**REVISED CONTINUATION SHEET**  
(Supply Contract)

Contract, Order, or Invitation No.  
(As Applicable)

Page No.

IFB004OEST18 (S)

ITEM NO.

SUPPLIES OR SERVICES

AMOUNT

## NOTICE TO BIDDERS

ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE **PHYSICAL LOCATION** OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MAILING ADDRESS ONLY WILL NOT SUFFICE.

BIDDERS MUST INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.

PROSPECTIVE BIDDERS WILL BE REQUIRED TO FURNISH THE FOLLOWING DOCUMENTS WITH THEIR SUBMITTAL:

- A. ORGANIZATION AND PERSONNEL
- B. LISTING OF PROJECT EXPERIENCE (*Janitorial services performed within last 2 years*)
- C. REFERENCES (*minimum of 2*)
- D. CURRENT BUSINESS LICENSE
- E. CURRENT CERTIFICATE OF GOVERNMENT INSURANCE COVERAGE
- F. CERTIFICATE OF GOOD STANDING
- G. CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY
- H. ARTICLES OF INCORPORATION, IF APPLICABLE

"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER HIS BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS BID."

"AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. UNDERBIDDING CAN DEEM YOUR BID NON-RESPONSIBLE."

Name of Bidder:

IFB004OSET18 (S)

Standard Form 66 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104. Rev. 3-18-08	<b>REVISED CONTINUATION SHEET</b> (Supply Contract)	Contract, Order, or Invitation No. (As Applicable)  <b>IFB004OEST18 (S)</b>	Page No.  
<b>ITEM NO.</b>	<b>SUPPLIES OR SERVICES</b>	<b>AMOUNT</b>	

**CONTRACT PERIOD:** The period of any contract entered into under this Invitation for Bid shall be for a period of one (1) year.

**OPTION TO RENEW:** The service of this contract may be extended for an additional term subject to the availability of funds.

**SUPPLEMENTARY PROVISIONS:** The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.

The Contractor shall maintain on his own, Workmen's Compensation Insurance, Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract.

A copy of the Insurance listed herein shall be filed with the Department of Property & Procurement, 8201 Sub Base, 3rd Floor, St. Thomas, U. S. Virgin Islands 00802.

The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.

The Contractor agrees not to refuse to hire or employ or to bar or discharge from employment any individual because of race, religion, color, or ancestry.

The Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be applicable.

**PROMPT PAYMENT DISCOUNT:** Prompt payment discounts shall NOT be considered in the evaluation bids. Prompt payment discounts are removed as evaluation factors.

Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by the

No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.

**EXPLANATION TO BIDDERS:** Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach said bidder before the submission of their bids. Any interpretation made will be in the form of an amendment to the Invitation for Bids, specifications, etc., and will be furnished to all prospective bidders.

**PREFERRED BIDDERS:** In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership or Corporation name be added to a Preferred Bidders' List to be maintained by the Commissioner of Property & Procurement.

If bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of Property & Procurement, Division of Procurement, Building #1, Third Floor Sub base, St. Thomas, U. S. Virgin Islands, or 3274 Estate Richmond, Christiansted, St. Croix, U.S. Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this bid. All bidders not complying with the procedures set forth herein and in accordance with Title 31 V. I. C. § 236 a, will not be considered eligible as Preferred Bidders for this Invitation for Bids.

**Name of Bidder:**

**REVISED CONTINUATION SHEET**  
(Supply Contract)

Contract, Order, or Invitation No.  
(As Applicable)

Page No.

IFB004OEST18 (S)

ITEM NO.	SUPPLIES OR SERVICES	AMOUNT
----------	----------------------	--------

Pursuant to Act No. 3072, approved July 29, 1971, amending Section 245 of Chapter 23, Title 31 of the Virgin Islands Code, each person who submits a bid in relation to any purchase in excess of \$1,000.00, under this Chapter, will disclose the Name and Address of each individual having a beneficial interest of more than five (5%) per Centum in the bidding enterprise, and if the bidder is a Corporation, the Names and Addresses of all its Officers and Directors.

NAME

ADDRESS / PHONE / EMAIL

TITLE

Name of Bidder:

IFB004OSET18 (S)